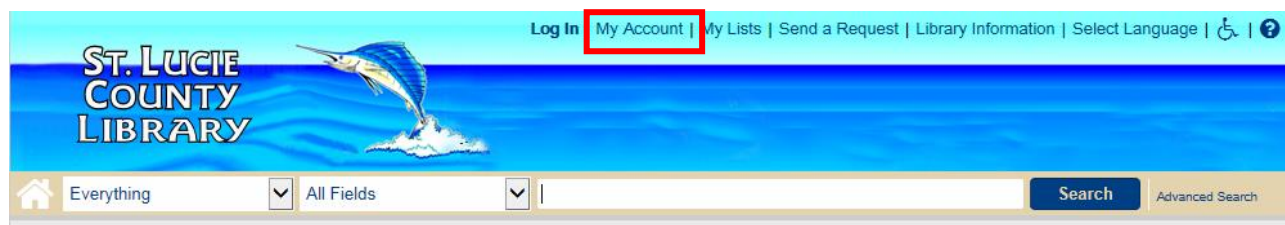


My Account Options to You May Want to Select

Below are some basic changes you may want to make to the My Account settings in the new online catalog. The new catalog's address is https://stlu.ent.sirsi.net/client/en_US/default/. To access the My Account options, click on "My Account" at the top.



A login box will appear where you'll need to enter your library card number and PIN. Most browsers will remember both after you enter them the first time. If you don't know your PIN please contact a local branch library to request it.

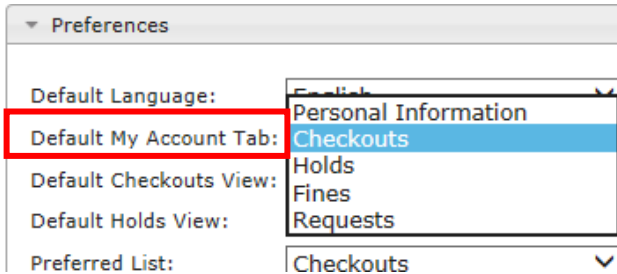
The image shows a login modal window. It features the St. Lucie County Library logo at the top. Below it are two input fields: 'Library card number' with the value '40555001234567' and 'PIN' with four masked dots. At the bottom, there is a 'Log In' button and a 'Forgot my PIN' link.

After you're logged in you'll see the My Account screen. **Click on Preferences at the bottom left.**

The image shows the 'My Account' page for a user named 'Example, Richard'. At the top is a navigation bar with icons and labels for 'Personal Information', 'Checkouts', 'Holds', 'Fines', and 'Requests'. The main content area is titled 'Example, Richard' and contains two sections: 'Contact Information' and 'Address1'. The 'Contact Information' section includes fields for First Name (Richard), Middle Name, Last Name (Example), Suffix, Barcode (40555001234567), Birth Date (2001-12-03), Library (FT-PIERCE), and Privileges Expire (2017-07-02). The 'Address1' section includes fields for Street (Apt 4, 800 Sugartree Ave), City/state (Fort Pierce FL), Zip (34949), and Email (exampler@gmail.com). At the bottom, there are two links: 'Change PIN' and 'Preferences', with the latter highlighted by a red box. A red arrow points from the instruction text above to the 'Preferences' link.

1. Default Screen for My Account

Click on the drop-down box to the right of “Default My Account Tab.” You’ll see that the choices are Personal Information, Checkouts, Holds, Fines and Requests.

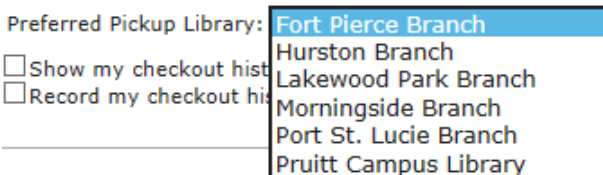


The image shows a 'Preferences' window. The 'Default My Account Tab:' label and its corresponding dropdown menu are highlighted with a red rectangle. The dropdown menu is open, showing a list of options: 'Personal Information' (highlighted in blue), 'Checkouts', 'Holds', 'Fines', and 'Requests'. Other options in the preferences window include 'Default Language:' (set to English), 'Default Checkouts View:', 'Default Holds View:', and 'Preferred List:' (set to Checkouts).

This option determines the first screen you’ll see when you access your account information. The default is Personal Information, but you may prefer to see your checkouts or holds first. **Click on the option in the list that you want to make the first screen you see when you open My Account.**

2. Default Pick-Up Branch Library

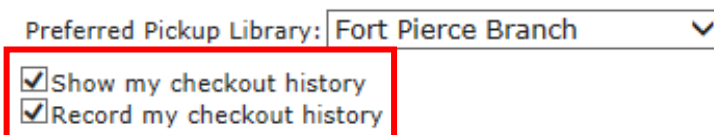
Next, you’ll want to make sure your preferred pickup library is selected. This option determines the default library your holds will be sent to when you place a hold. Click on the drop-down box to the right of Preferred Pickup Library to see the list of branches and click on the branch where you’ll generally want to pick up your hold. If you like to pick up holds at different branches you’ll still have the option of selecting other branches when you place a hold.



The image shows the 'Preferred Pickup Library:' label and a dropdown menu. The dropdown menu is open, displaying a list of library branches: 'Fort Pierce Branch' (highlighted in blue), 'Hurston Branch', 'Lakewood Park Branch', 'Morningside Branch', 'Port St. Lucie Branch', and 'Pruitt Campus Library'. Below the dropdown, there are two unchecked checkboxes: 'Show my checkout history' and 'Record my checkout history'.

3. Checkout History

If you’d like to be able to see your checkout history, check the boxes at the bottom by “Show my checkout history” and “Record my checkout history.”



The image shows the 'Preferred Pickup Library:' dropdown menu set to 'Fort Pierce Branch'. Below it, two checkboxes are highlighted with a red rectangle: 'Show my checkout history' and 'Record my checkout history', both of which are checked.

This option allows you to see what you’ve checked out and returned in the past. Checkouts won’t start being recorded until the “record” box is checked. If you uncheck “record” but leave “show” checked, you’ll see what’s been recorded so far, and new checkouts will stop being added to the list. If you uncheck “record” for a while, then check it again, new checkouts will start appearing again, and will show along with those that were recorded before you unchecked the box. During

the time you have that box unchecked, none of your checkouts will be recorded. Your checkout history doesn't appear to Library staff. Only you can see this list.

You can always uncheck the "show" box to make your history stop appearing. If at some point you want to delete your list of checkouts and start over, please let us know. If we delete your history, all checkouts will be removed; it's not possible to remove only some of your checkout history.

4. View Digital Checkouts and Holds by Default

If you primarily check out e-books and online audiobooks from Overdrive, you may want to see those checkouts and holds first. To see digital checkouts and holds first, select those beside "Default Checkouts View" and "Default Holds View."

▼ Preferences

Default Language:

English ▼

Default My Account Tab:

Personal Information ▼

Default Checkouts View:

Library Checkouts ▼

Digital Checkouts

Default Holds View:

Library Holds ▼

Preferred List:

Checkouts ▼

Preferred Pickup Library:

Fort Pierce Branch ▼

▼ Preferences

Default Language:

English ▼

Default My Account Tab:

Checkouts ▼

Default Checkouts View:

Library Checkouts ▼

Library Holds ▼

Digital Holds

Default Holds View:

Library Holds ▼

Digital Holds

Preferred List:

Checkouts ▼

Preferred Pickup Library:

Fort Pierce Branch ▼

When you're done selecting options, click on the "Update" button to save your changes.

☒ Show my checkout history

☒ Record my checkout history

Update